



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## Coordinator's Application for a Temporary Event with Food Vendors

Please print or type the information requested below and return the completed application by mail or fax to the Health Department. **Each food vendor must complete the Application for Permit to Operate a Temporary Food Establishment.** **The vendor application(s) must be submitted at least 10 days prior to the date of the event.** The coordinator is responsible for timely submission of all applications. For more information, contact the Health Department.

1. **NAME OF EVENT:** \_\_\_\_\_

Location & Address of Event: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Event: Starts on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ a.m. p.m.

Ends on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ a.m. p.m.

Type of Event (Circle): Fair Festival Carnival Other \_\_\_\_\_

2. **NAME OF COORDINATOR OR PERSON-IN-CHARGE OF THE EVENT:**

\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Business: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Mobile: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

3. **NUMBER OF ANTICIPATED FOOD VENDORS (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc.):**

\_\_\_\_\_

4. **TIME OF SET-UP OF THE FOOD OPERATIONS:** \_\_\_\_\_ a.m. p.m.

NOTE: This is the time you have asked the food vendors to be ready for the inspection by the Health Department. This time should be at least 1 hour prior to the start time of the event. Please allow more time for events with more than 5 vendors. No foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department.

**Fairfax County Health Department**

Division of Environmental Health

Food Safety Section

10777 Main Street, Suite 111, Fairfax, VA 22030

Phone: 703-246-2444 TTY: 711 Fax: 703-385-9568

[www.fairfaxcounty.gov/hd](http://www.fairfaxcounty.gov/hd)



5. **SERVICES PROVIDED ON SITE TO THE FOOD VENDORS** (Check all that apply):

**Water Supply:** ☐ There is access to a potable water supply line on site.  
☐ Vendors must bring their own water supplies.

**Electricity:** ☐ There is access to electricity on site.  
☐ Vendors are allowed to use generators on site.  
☐ There will be no electricity supplied on site.

**Liquid Waste Disposal:** ☐ There will be liquid waste containers / receptacles on site.  
☐ Vendors must collect and remove their own liquid waste.

**Trash / Refuse Disposal:** ☐ There will be trash containers / receptacles on site.  
☐ Vendors must collect and remove their own trash / refuse.

**Tents or Canopies:** ☐ Tents or canopies for food stands / booths will be provided.  
☐ Food vendors must provide their own overhead protection.

**Estimated Attendance:** \_\_\_\_\_ **Number of Toilet Facilities:** \_\_\_\_\_  
**Type:** ☐ Public Restrooms ☐ Portable Toilets

Please be aware that food vendors may be limited in the menu they can offer if these services are not provided at the event site. The event coordinator is responsible for informing the vendors of any restrictions you must impose.

6. **ATTACH A LIST OF ALL PROPOSED FOOD VENDORS AND THEIR CONTACT INFORMATION. ATTACH A MAP SHOWING THE EVENT LAYOUT OF THE FOOD VENDORS, TOILET FACILITIES, GARBAGE DISPOSAL SITES, AND WASTEWATER DISPOSAL SITES.**

7. **ARE YOU REQUIRED TO HAVE A TEMPORARY SPECIAL PERMIT FROM THE FAIRFAX COUNTY OFFICE OF PLANNING AND ZONING AT 703-324-1359? YES NO**

8. **IF USING A PARK FACILITY/FIELD, HAVE YOU MADE APPLICATION WITH THE FAIRFAX COUNTY PARK AUTHORITY AT 703-324-8516? YES NO**

9. **WOULD YOU LIKE TO REQUEST FOOD SAFETY AND TEMPORARY FOOD ESTABLISHMENT TRAINING FOR THE FOOD VENDORS? YES NO**

If **YES**, please contact the Health Department at 703-246-2444. Please allow at least 2 weeks advance notice for training request.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Print Name)**